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November 13, 2000

Frederick Smith, Mayor  
City of Watertown  
POB 477  
Watertown, WI 53094

Dear Mr. Smith

I am pleased to inform you that your municipality has been certified in accordance with Wisconsin Administrative Code, ss. Comm 50.21 and 66.24, for commercial building code enforcement. Your municipality will have primary responsibility for review of building and heating plans for all new commercial buildings of less than 5,000 square feet total area and alterations involving less than 10,000 square feet area. Building plans for such buildings that are located within your municipality should no longer be submitted to our agency.

Your municipality has also been authorized since August, 2000 to provide inspections in lieu of the state for all commercial building projects per state statute 101.12(3)(g), regardless of size, in your municipality. However, plan review for projects beyond the certified municipality size limits (Comm 50.21(5)(c)) will still be done by our agency.

An exception to the above is that our agency retains jurisdiction for plan review and inspection authority for all state-owned buildings.

Your municipality shall follow the plan examination and inspection procedures under (5) and (6) of s. Comm 50.21. Attached is our agency's Quality, Quantity & Time (QQT) standards developed for our plan review staff; which we would expect your staff to use as a guideline. Municipalities may refer more complex projects to our agency as needed. We may periodically monitor your municipality or request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. Note that conditions of our delegation may change in the future. Municipalities are always free to relinquish their delegated authority.

I understand that Mr. Joseph T. Heimsch will be responsible for plan review and inspections and has the proper certification to do so. We do require that inspectors attend agency-approved continuing education to maintain their certification.

We will begin work on a press release announcing this action so that building designers will know where to submit plans. Our inspection deputy for the area will be meeting with your inspector to discuss our procedures for state inspections in certified municipalities.

The Division of Safety and Buildings looks forward to working with you.

Sincerely,

Michael Corry  
Administrator

cc: Ron Buchholz, Field Operations Bureau  
Henry Kosarzycki, Municipality Monitoring Agent  
Randy Baldwin, Integrated Services Bureau  
Dale Mitchell, Certified Municipalities Coordinator  
Tony Hozeny, Director, Office of Public Information